

EU Grant

“EUPA4BiH – European Union Police Assistance for Bosnia and Herzegovina”

Consortium

The **consortium**, under the leadership of the **Center for International Legal Cooperation (The Netherlands)**, the **German Foundation for International Legal Cooperation (Germany)**, **CIVIPOL (France)**, **FIIAPP (Spain)** and **CPMA (Lithuania)** will start the implementation of the EU Grant Contract “EUPA4BiH – European Union Police Assistance for Bosnia and Herzegovina” on 02 September 2024 and is therefore looking for candidates for National and International Long-Term Expert positions based in Sarajevo, Bosnia and Herzegovina.

The project

The global objective of this project is to improve the security of citizens in Bosnia and Herzegovina. The specific objectives of the project are as follows:

- To enhance the effectiveness of institutions involved in the fight against transnational organised crime, corruption, drugs, money laundering, cybercrime, trafficking of human beings, terrorism, radicalisation, violent extremism, corruption and ensure better institutional interoperability,
- To further improve the collection and data exchange, and data protection according to the EU applicable standards and best practices,
- To improve governance standards, to embed stability and progress towards EU membership, better identify and respond to threats and strengthen capacities to prevent and fight crimes.

The project start date will be 02 September 2024 and the period of implementation of the contract will be 54 months from this date. The expert team will be built up gradually.

The project will consist of 10 components, which each have various outputs:

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Component 1: Fight against transnational organised/serious crime, Trafficking of Human Beings (THB), drugs, corruption and cybercrime

Component 2: Prevention and Countering terrorism and violent extremism

Component 3: Prevention and Countering Financial Crime, Money Laundering

Component 4: Support the enhancement of effective cooperation among law enforcement bodies and with prosecutors; and judges

Component 5: Enhancing external cooperation and coordination, information exchange, as well as international cooperation and coordination with EUROPOL and Interpol

Component 6: Support for drafting legislation, in line with EU acquis, European standards and best practices

Component 7: Support to the criminal justice authorities in demonstrating progress towards establishing a track record of proactive investigations, confirmed indictments, prosecutions and final convictions against organised crime and corruption, including at high-level

Component 8: Enhance border security, and fight cross-border organised crime

Component 9: Complementary assistance to procure required equipment to support better use of Special Investigative measures (SIMs), effective investigations, forensic capacities and specialised IT equipment that will enhance the LEAs' capacity and further strengthen data security and exchange.

Component 10: Communication and outreach to BiH citizens / EU Visibility

The consortium will select the candidates and present them to the Contracting Authority (EU Delegation to Bosnia and Herzegovina) for formal approval.

National Support staff: Administrative Support

The administrative staff will support the project team by providing comprehensive administrative and logistical support to the project team and experts, managing office logistics, coordinating events, maintaining documentation, and assisting with financial administration. They will ensure efficient logistical and technical assistance for project activities and missions, enabling experts to focus on their core tasks and ensuring smooth communication with stakeholders. The assignment will be full-time during the whole project duration (54 months) in Sarajevo, Bosnia and Herzegovina.

Eligibility Requirements

- The National LTE position is only open to nationals of Bosnia and Herzegovina.
- The candidate did not have any contractual relationship in the past 6 months in any relevant law enforcement agency in BiH.

Qualifications and skills

- Relevant work experience in social sciences, English, business administration or a related field is preferred.
- Excellent spoken and written language skills in English and Bosnian/Croatian/Serbian.
- Excellent verbal and written communication skills.
- Good organizational skills and ability to calmly work under time pressure.
- Excellent knowledge of MS Word, Excel, PowerPoint and Internet.

General professional experience

- At least 3 years of professional experience in an administrative support role, preferably in an international organization or EU project-based environment.
- Proven experience in managing office logistics, including coordinating meetings, and managing schedules.
- Demonstrated experience in providing high-quality support to technical experts and other staff members.
- Experience in handling and organizing documentation, including filing systems, correspondence, and reports.
- Experience in coordinating travel arrangements, events, and logistical support for team members.

Specific professional experience

- Experience in financial administration tasks such as processing invoices, expense reports, and maintaining budget records.
- Working experience in administrating EU grant projects.
- Experience in preparing and formatting reports, presentations, and other documents for project activities.
- Experience in liaising with stakeholders, partners, and clients to ensure smooth communication and coordination of project activities.

Procedure

Candidates interested in participating in the tender procedure are encouraged to hand in their letter of interest at canura@cilc.nl by **15 August 2024, 12:00 CET**.

The email subject must refer to the assignment title **EUPA4BiH - followed by the exact expert position**, and must comprise:

- **a motivation letter (1 page)**
- **CV that clearly indicates the required qualifications and experience. References must be available upon request.**

Only shortlisted candidates will be contacted for an interview. Interviews with shortlisted candidates will take place in the weeks of **19-23 August 2024** or **26-30 August 2024**.